

Posting:	#07-09
Posting Type:	Internal & Open Announcement
Closing Date:	Wednesday, April 18 th at 5:00 pm.
Starting Wage:	\$12.93/hour, \$13.90/hour upon certification and movement to Appraiser II Full Time Position with Full Benefits Package.
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to Human Resources ♦ Brookings County Courthouse ♦ 314 6th Avenue ♦ Brookings, SD 57006.

POSITION TITLE Appraiser I
GRADE 5
FLSA STATUS Non-exempt
REPORTS TO Director of Equalization

DESCRIPTION OF WORK

General Statement of Duties

Performs entry level technical appraising work in establishing real property values for tax assessment purposes and assists with moderately complex office duties and data entry work related to appraisal of real property.

Supervision Received

Works under the direct supervision of the Brookings County Director of Equalization and/or the Deputy Director.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Receives technical training in professional property appraising functions including identifying properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records as necessary.
- Conducts on-site inspection of real property and mobile homes as necessary.
- Answers off and on-site inquiries to provide information concerning appraisals as directed.
- Performs various computer related functions to include data entry and retrieval for word processing and spreadsheets.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive professional relationships with the general public and other employees.
- Assists with general office duties as assigned.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position and of the office.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Knowledge of or ability to learn building construction techniques, methods, and materials.
- Ability to read and interpret directions, maps, manuals, and other written guides.
- Ability to understand and follow both verbal and written instructions.
- Ability to communicate effectively both verbally and in writing.
- Basic knowledge of principles of statistics.
- Ability to use modern computer programs and perform various computer related tasks.
- Ability to make moderately complex mathematical calculations.
- Must possess a valid SD driver's license.

Education

- Graduation from high school or GED.
- CAA Certification within 12-months of date of hire required by State Statute.

Experience

- Experience in real estate appraisal preferred.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Department Head Signature

Date

Commission Chair Signature

Date

POSITION TITLE Appraiser II

GRADE	6
FLSA STATUS	Non-exempt
REPORTS TO	Director of Equalization

DESCRIPTION OF WORK

General Statement of Duties

Performs technical and professional appraisal work in establishing real property values for tax assessment purposes.

Supervision Received

Works under the direct supervision of the Brookings County Director of Equalization and/or the Deputy Director.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Identifies properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records.
- Appraises improved and unimproved parcels. Calculates land values by classification using market value of comparable land. Uses schedules, manuals, and guidelines relating to appraisals of improved and unimproved property for classification purposes.
- Appraises commercial and industrial properties by reviewing improvements, fixtures, and replacement cost(s). May also establish values by estimates of income potentials of commercial and industrial properties as required.
- Records data necessary for appraisals including detailed observations as to quantity and type of construction components together with observed age and condition of improvement and calculates actual and assessed valuation of same.
- Answers off and on-site inquiries to provide information concerning appraisals.
- Collects field data to maintain accurate records and files on mobile homes. Assigns value to the property by referring to appropriate schedules.
- Assists in establishing, maintaining, and researching files to insure proper posting of properties. Performs calculations on value of land and structure by utilizing appropriate assessment procedures and information gathered by field and office research.
- Defends assessments and appraisals. Participates in the preparation of appraisal defense. Assists in preparation of reports for protest hearings and testifies at hearings when necessary. Advises taxpayers of appraisal process used in arriving at assessed value.
- Enters data from property cards on transfers, splits, and replatting of property, changes in valuation of land and structures, and verifies valuation for accuracy.
- Participates in the calculation and preparation of the assessment roll for delivery to the county auditor and the abstract for the SD Department of Revenue.
- Operates computer to enter data from property cards for assessment of mobile homes. Runs tax receipts for mobile homes.
- Retrieves and interprets information from computer; operates printer.
- Processes and interprets transfers from the Register of Deeds for sales ratio purposes.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Working knowledge of the geographic layout of Brookings County.
- Working knowledge of state laws governing assessment and collection of real property taxes.
- Working knowledge of methods, techniques, and procedures utilized in appraisal of property for tax assessment purposes.
- Knowledge of building construction techniques, methods, and materials.
- Ability to read and interpret directions, maps, manuals, and other written guides.
- Ability to understand and follow both verbal and written instructions.
- Ability to communicate effectively both verbally and in writing.
- Demonstrable knowledge of principles of statistics.
- Ability to use modern computer programs and perform various computer related tasks.
- Ability to make moderately complex mathematical calculations.
- Possession of a valid SD driver's license.

Education

- Graduation from high school or GED.
- CAA Certification as required by State Statute.

Experience

- No less than two (2) years experience as, or in a position equivalent to, Appraiser I

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Department Head Signature

Date

Commission Chair Signature

Date